




Cemre Ç. Atamer


Date of birth: 17/10/1994


Nationality: Turkish


Gender: Female

CONTACT


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europass

WORK EXPERIENCE

01/12/2022 – CURRENT Terranova, Italy

Executive assistant Extramus

Extramus is a non-governmental organization that provides Erasmus+Traineeship.

*I work at the HR department as an Executive assistant.

- Arranging meetings,
- Organize files,
- Manage the day-to-day operations of the office,
- Overall maintaining the communication between upper management and the interns.

*I also conduct interviews of new applicants. I make files, conduct interview and write reports.

*I welcome new interns and inform them about the process, create files, share necessary informations and asses their progress.

*Keeping records of interns' arrival to the office, their day-ofs, etc.

*Lastly, I give English lessons at Liberamente Ets. which is a nongovernmental organization that works with refugees in Italy. So, My role is to teach English to refugees.

01/10/2021 – 01/10/2023 Ankara, Turkey

Human resources manager Ankara Center for Crisis and Policy Studies (ANKASAM)

After completing my internship, I officially start to work at ANKASAM. Carry the similar duties and additional responsibilities. I also write some short analysis for the website, You can find my company profile; <https://cri.fiu.edu/research/cuba-poll/>, also my writings; **Macron's 'European Political Community' Proposal: Searching for Change in the Old World:** <https://www.ankasam.org/macrons-european-political-community-proposal-searching-for-change-in-the-old-world/?lang=en> **Russia-Venezuela: Enhanced Cooperation with Sanctions:** <https://www.ankasam.org/russia-venezuela-enhanced-cooperation-with-sanctions/?lang=en>

03/10/2021 – 20/01/2022 Ankara, Turkey

Secretary Ankara Center for Crisis and Policy Studies (ANKASAM)

Internship programme.

1. Welcoming guests, answering phones.
2. Tracking employees work hours, creating excel sheets
3. Responsible for reviewing application, informing new interns about the process.
4. Follow-up the works of employees, creating excel sheets weekly, monthly.
5. Revision of the documents, correcting grammatical errors.
6. Translation.
7. Following the world media. Writing essays.
8. Gathering, categorizing all the works, weekly, daily

03/2019 – 06/2019 Izmit, Turkey

Events assistant MBA Academy

I worked as an assistant in organizational events held by MBA Academy (train and educate mostly children about science and technology).

Translator

In 2020 I translated the app called "Experimenter" from Turkish to English. The app teaches kids how to do basic scientific experiments that they can do at home and school.

02/2019 – 06/2019 ADAPAZARI, Turkey

Language teacher Ahmet Akkoc Secondary School

I worked as a substitute English teacher.

EDUCATION AND TRAINING

01/2021 – CURRENT Ankara, Turkey

Masrer's Degree Ankara University

Latin American Studies

Address Ankara, Turkey | **Field of study** Social sciences, journalism and information | **Final grade** 3.72/4 | **Level in EQF** EQF level 7 | **Thesis** Thesis: United Nations and Indigenous Peoples: The Struggle, Representation and Rights of Latin American Indigenous Peoples.

2016 – 2020 Aydın, Turkey

Master's Degree Aydın Adnan Menderes University

International Relations
-EU Foreign and Securty Policy -Euroasia Politics

Address Aydın, Turkey | **Field of study** Social sciences, journalism and information | **Final grade** 3,42/4 | **Level in EQF** EQF level 7 | **Thesis** INTEGRATION EFFORTS IN LATIN AMERICA: A COMPARATIVE ANALYSIS WITH EUROPEAN UNION

2011 – 2017 Aydın, Turkey

Bachelor Degree Aydın Adnan Menderes University

International Relations (in English)
-Diplomatic Correspondence -European Political Integration, Turkey-EU Relations, Social Aspects of Integration Process in Europe, Corporate Social Responsibility in the EU -International Organizations, International Law
Erasmus+ Radom/Poland (February 2017-June 2017)

Address Aydın, Turkey | **Field of study** Social sciences, journalism and information | **Final grade** 3,06/4 | **Level in EQF** EQF level 6

Graphic Design Coursera

University of Colorado Boulder
Issue Date: November 2020 (27 hours)
Expiration Date: *This certification does not expire*
Credential ID: CKMTDBPXJ2FR
Credential URL: <https://www.coursera.org/account/accomplishments/certificate/CKMTDBPXJ2FR>

Final grade 94.64%

01/2019 – 04/2019 Sakarya, Turkey

Spanish Course Wimbledon Language Academy

I have certificate of achievement in Spanish (A1-A2) from Wimbledon LA (248 hours completed out of 256 hours).

Address Sakarya, Turkey

International Organizations Management Coursera

University of Geneva
Issue Date: November 2020 (18 hours)
Expiration Date: *This certification does not expire*
Credential ID: 5289DAM4R5XF
Credential URL: <https://www.coursera.org/account/accomplishments/certificate/5289DAM4R5XF>

Final grade 88%

Introduction to Environmental Law and Policy Coursera

The University of North Carolina at Chapel Hill
Issue Date: November 2020 (15 hours)
Expiration Date: *This certification does not expire*
Credential ID: KR6Q3V3Q2PNX

Credential URL: <https://www.coursera.org/account/accomplishments/certificate/KR6Q3V3Q2PNX>

Final grade 97.87%

Business Writing [With Honors] Coursera

University of Colorado Boulder

Issue Date: November 2020 (11 hours)

Expiration Date: *This certification does not expire*

Credential ID: HPYQKVLZJLBV

Credential URL: <https://www.coursera.org/account/accomplishments/certificate/HPYQKVLZJLBV>

Final grade 100%

Global Diplomacy – Diplomacy in the Modern World Coursera

University of London, SOAS University of London

Issue Date: November 2020 (13 hours)

Expiration Date: *This certification does not expire*

Credential ID: XUSS9MQG4HQF

Credential URL: <https://www.coursera.org/account/accomplishments/certificate/XUSS9MQG4HQF>

Final grade 100%

Finance for Non-Finance Professionals Course

Rice University

Issue Date: November 2020 (14 hours)

Expiration Date: *This certification does not expire*

Credential ID: EU2PBGUL6Y73

Credential URL: <https://www.coursera.org/account/accomplishments/certificate/EU2PBGUL6Y73>

Final grade 92.93%

Refugees in the 21st Century Coursera

University of London

Issue Date: November 2020 (28 hours)

Expiration Date: *This certification does not expire*

Credential ID: 53USMJGPJPYM

Credential URL: <https://www.coursera.org/account/accomplishments/certificate/53USMJGPJPYM>

Final grade 100%

LANGUAGE SKILLS

MOTHER TONGUE(S): Turkish

Other language(s):

English

Listening
C1

Reading
C1

Spoken production
C1

**Spoken
interaction**
C1

Writing
C1

Spanish

Listening
A2

Reading
A2

Spoken production
A2

**Spoken
interaction**
A2

Writing
A2

DIGITAL SKILLS

Microsoft Word | Power Point | Microsoft Office | Microsoft Excel | Google Drive | Google Docs